

HRIS – Human Resources Information Solution

# **RESOURCE GUIDE: HRIS DATA WAREHOUSE TRAINING**



# HRIS DATA WAREHOUSE TRAINING

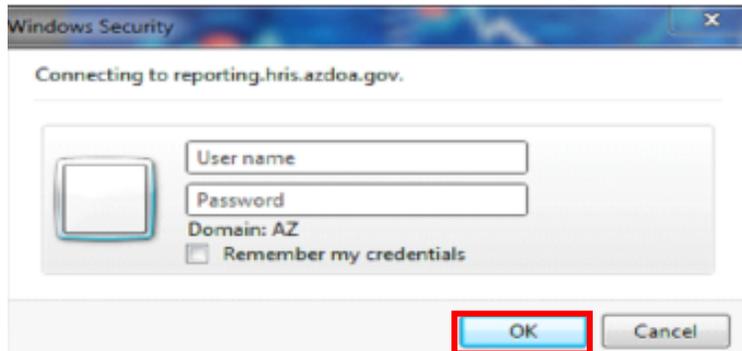
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## Login to Data Warehouse

1. Login to the HRIS Data Warehouse at <https://reporting.hris.azdoa.gov>.
2. Enter your User Name (which is your HRIS Power User ID, i.e.: “zzz#####”).
3. Enter your Password (which is the same as your EIN or HRIS Power User ID password).
4. Click OK.



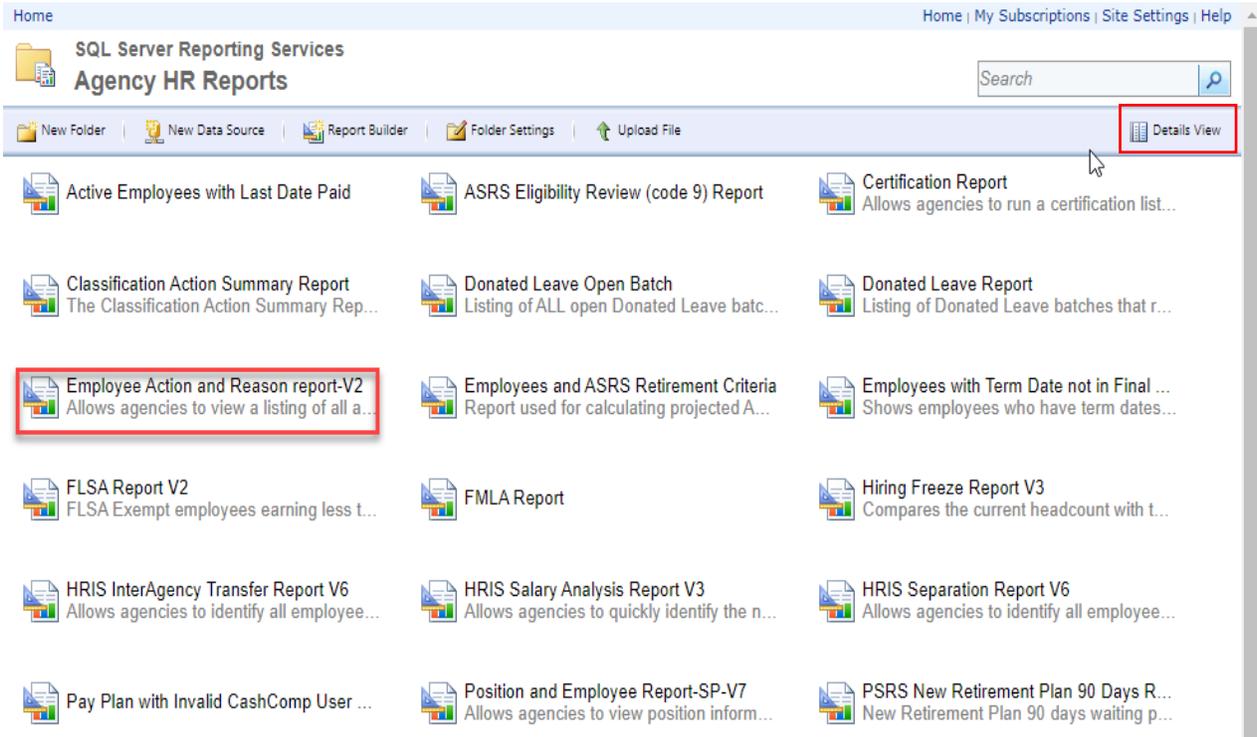
## View Available Reports

Upon logging in, the Reporting Services home page will display. Your user account will only display the folders that you have access to (i.e.: if you only have access to Agency HR Reports Folder, it will be the only folder to display).



5. Click on the folder (topic) for which you want to run the report. The available reports for that specific topic will display.

- Double click on the report you want to run, (e.g. click on HR Reports if you want to run the “Employee Action and Reason Code” Report).



Home | My Subscriptions | Site Settings | Help

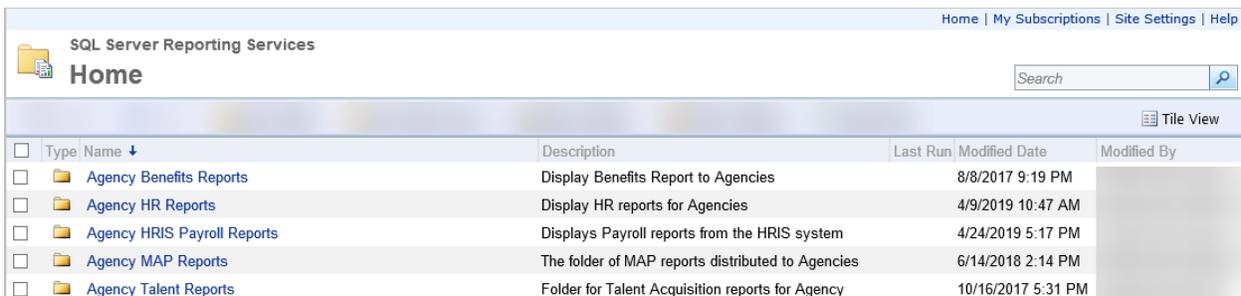
SQL Server Reporting Services  
Agency HR Reports

Search

New Folder | New Data Source | Report Builder | Folder Settings | Upload File | **Details View**

- Active Employees with Last Date Paid
- ASRS Eligibility Review (code 9) Report
- Certification Report  
Allows agencies to run a certification list...
- Classification Action Summary Report  
The Classification Action Summary Rep...
- Donated Leave Open Batch  
Listing of ALL open Donated Leave batc...
- Donated Leave Report  
Listing of Donated Leave batches that r...
- Employee Action and Reason report-V2**  
Allows agencies to view a listing of all a...
- Employees and ASRS Retirement Criteria  
Report used for calculating projected A...
- Employees with Term Date not in Final ...  
Shows employees who have term dates...
- FLSA Report V2  
FLSA Exempt employees earning less t...
- FMLA Report
- Hiring Freeze Report V3  
Compares the current headcount with t...
- HRIS InterAgency Transfer Report V6  
Allows agencies to identify all employee...
- HRIS Salary Analysis Report V3  
Allows agencies to quickly identify the n...
- HRIS Separation Report V6  
Allows agencies to identify all employee...
- Pay Plan with Invalid CashComp User ...
- Position and Employee Report-SP-V7  
Allows agencies to view position inform...
- PSRS New Retirement Plan 90 Days R...  
New Retirement Plan 90 days waiting p...

Feature: click on Details View button  to display report description. Example below:



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SQL Server Reporting Services  
Home

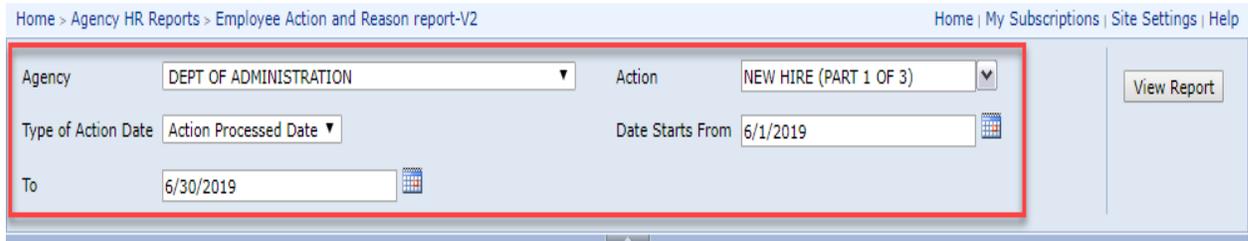
Search

Tile View

<input type="checkbox"/>	Type	Name ↓	Description	Last Run	Modified Date	Modified By
<input type="checkbox"/>	Folder	Agency Benefits Reports	Display Benefits Report to Agencies		8/8/2017 9:19 PM	
<input type="checkbox"/>	Folder	Agency HR Reports	Display HR reports for Agencies		4/9/2019 10:47 AM	
<input type="checkbox"/>	Folder	Agency HRIS Payroll Reports	Displays Payroll reports from the HRIS system		4/24/2019 5:17 PM	
<input type="checkbox"/>	Folder	Agency MAP Reports	The folder of MAP reports distributed to Agencies		6/14/2018 2:14 PM	
<input type="checkbox"/>	Folder	Agency Talent Reports	Folder for Talent Acquisition reports for Agency		10/16/2017 5:31 PM	

## Run a Report

- Complete / Select information for each parameter on the report.



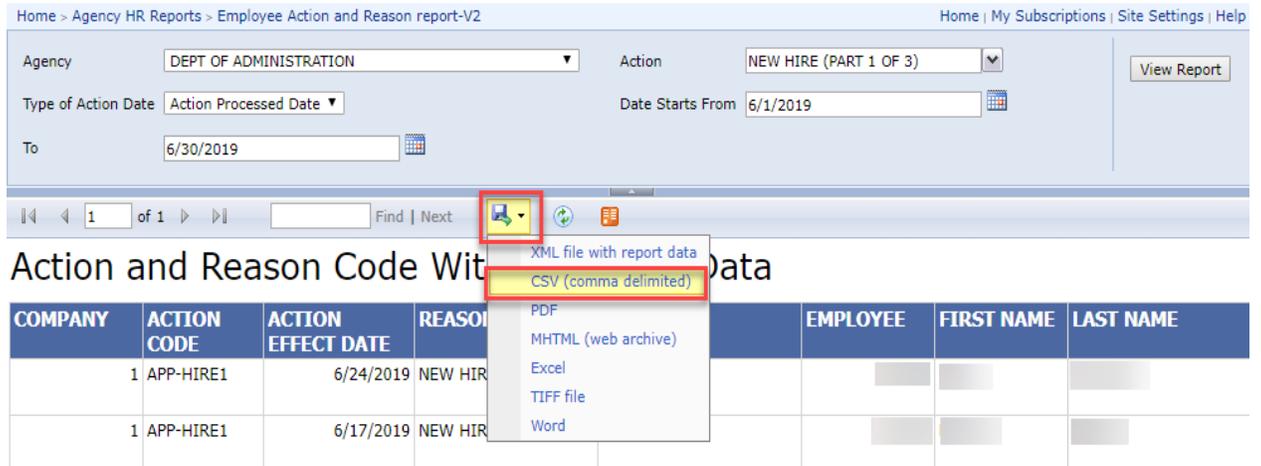
Home > Agency HR Reports > Employee Action and Reason report-V2 Home | My Subscriptions | Site Settings | Help

Agency: DEPT OF ADMINISTRATION    Action: NEW HIRE (PART 1 OF 3)    View Report

Type of Action Date: Action Processed Date    Date Starts From: 6/1/2019

To: 6/30/2019

- Click "View Report". The data will display in the lower section of the screen.
- Once your data is populated, it is best to upload the report to a CSV file.
- On the toolbar, click the Save As icon.



Home > Agency HR Reports > Employee Action and Reason report-V2 Home | My Subscriptions | Site Settings | Help

Agency: DEPT OF ADMINISTRATION    Action: NEW HIRE (PART 1 OF 3)    View Report

Type of Action Date: Action Processed Date    Date Starts From: 6/1/2019

To: 6/30/2019

1 of 1    Find | Next

### Action and Reason Code With Data

COMPANY	ACTION CODE	ACTION EFFECT DATE	REASON CODE	EMPLOYEE	FIRST NAME	LAST NAME
1	APP-HIRE1	6/24/2019	NEW HIR			
1	APP-HIRE1	6/17/2019	NEW HIR			

- Follow the prompts on your screen to save the information to CSV (comma delimited) from drop down list.
- Once the report is saved in CSV, you will be able to sort, filter, create pivot tables, etc. and much more.

Please contact HRIS Help Desk at [hrrservicedesk@azdoa.gov](mailto:hrrservicedesk@azdoa.gov) or 602.542.4700 if you have any questions.]